



**IMPLEMENTATION OF
CASE MANAGEMENT/ELECTRONIC CASE FILES (CM/ECF)
NOTICE OF ELECTRONIC AVAILABILITY OF CASE FILE
INFORMATION**

Notice is given to members of the Bar and litigants that implementation of the Case Management/Electronic Case Filing (CM/ECF) System by the Western District of Arkansas will make imaging and posting of documents filed in civil and criminal actions available through the court's Internet website. Any subscriber to PACER will be able to read, download, store and print the full content of imaged documents. **The projected live date for full implementation of CM/ECF is AUGUST 15, 2005.**

The following policies relate to civil and criminal case file information in the United States District Court for the Western District of Arkansas, following implementation of CM/ECF:

- Documents in civil and criminal cases will be made available electronically, to the same extent they are available at the courthouse, with the following exceptions:
 1. Documents sealed or otherwise restricted by court order or policy of the Judicial Conference of the United States; and
 2. Documents in Social Security cases will be excluded from electronic access.
- Sensitive information should not be included in any document submitted to the court unless such inclusion is necessary and relevant to the case. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, including exhibits thereto, unless otherwise ordered by the court.
 1. **Social Security numbers** to the last four digits;
 2. **Names of minor children** to the initials;
 3. **Dates of birth** to the year;
 4. **Financial account numbers** to the last four digits; and
 5. **Home addresses** to the city and state (*criminal cases only*).
- In compliance with the E-Government Act of 2002, a party filing a document containing the personal data identifiers specified above may:
 1. File an unredacted version of the document under seal. This document shall be retained by the court as part of the record; or
 2. File a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

The court may, however, still require the party to file a redacted copy for the public file.

- Parties should exercise caution when filing documents that contain information implicating not only privacy but also personal security concerns such as:
 1. A personal identifying number, such as a driver's license number;
 2. Medical records, treatment and diagnosis;
 3. Employment history;
 4. Individual financial information;
 5. Proprietary or trade secret information;
 6. Information regarding an individual's cooperation with the government;
 7. Information regarding the victim of any criminal activity;
 8. National security information; and
 9. Sensitive security information as described in 49 U.S.C. §114(s).

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. Documents to be filed with the Clerk's Office should be carefully examined for sensitive, private information and appropriate action should be taken to protect this information from electronic public access, when necessary.

THE RESPONSIBILITY FOR REDACTING THESE PERSONAL IDENTIFIERS RESTS SOLELY WITH COUNSEL AND THE PARTIES. THE CLERK WILL NOT REVIEW EACH PLEADING FOR COMPLIANCE WITH THIS RULE.

Related Links:

- [Report on Public Access to Electronic Case Files](#)
- [Amendment to E-Government Act of 2002](#)
- [Implementation of Policy on Public Access to Electronic Criminal Case Files](#)
- [Guidance for Implementation of Policy Access to Electronic Criminal Case Files](#)